TITLE: Information Officer - Communications and Publications Associate

EMPLOYER: NEIWPCC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

JOB LOCATION: Lake Champlain Basin Program office, 54 West Shore Rd., Grand Isle, VT and remote.

BACKGROUND INFORMATION: NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise. NEIWPCC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

NEIWPCC serves as financial administrator and program advisor to the Lake Champlain Basin Program (LCBP). As such, NEIWPCC employs the program staff, including the Program Director, and maintains the program office in Grand Isle, Vermont.

The LCBP coordinates and funds activities that protect and improve the natural and human resources of the Lake Champlain Basin. Partners in the program include the States of Vermont and New York, the Province of Quebec, NEIWPCC, the U.S. EPA, the U.S. National Park Service, and the International Great Lakes Fishery Commission. LCBP also collaborates with several other agencies and organizations at the federal, state, and local levels, including private firms and academic institutions.

JOB SUMMARY: The Lake Champlain Basin Program (LCBP) seeks a candidate to assist with communications and publications tasks, including maintenance of LCBP-hosted websites and creation of content for LCBP communications platforms and education and outreach materials.

DUTIES AND RESPONSIBILITIES:
- Maintain and update LCBP-hosted websites and other digital platforms, including newsletters, story maps, and blogs.
- Write and develop content for LCBP e-newsletter, blogs, website, social media, press releases, and other communications channels and outreach materials.
- Maintain and update the LCBP’s Pics.io photograph and creative asset catalog.
- Fulfill internal and external requests for photos, maps, data, and other assets.
- Prepare for LCBP and Education and Outreach meetings and conferences.
- Some duties may require travel to various meeting locations in New York, Vermont, or Quebec.
- Other duties as assigned.

PREFERRED QUALIFICATIONS:
A bachelor’s degree in one of the following: environmental science, communications, marketing, or a related field.

At least three years of full-time or equivalent part-time, technical or professional experience in the above-mentioned fields, of which at least one year must have been in a professional capacity.
Personal Characteristics

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC and our partners.
- Approachable and diplomatic in all interactions.
- Able to manage change and articulate the “value case” for it.
- A team player who is inclusive and willing to help others.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to write concisely to express thoughts clearly and to develop ideas in logical sequence.
- Ability to exercise discretion in handling confidential information.
- Excellent organizational skills and the ability to prioritize key deliverables.

Special Knowledge and Skills

- Basic knowledge of web maintenance and development, including WordPress or similar web development/content management system.
- Experience writing and producing relevant and valuable content that informs, inspires, and involves audiences in the restoration and protection of natural and cultural resources.
- Experience in natural and cultural resource interpretation or environmental education.
- Knowledge of Lake Champlain or watershed issues that are transferable to Lake Champlain.
- Knowledge of Adobe Creative Suite, including Illustrator and Photoshop is helpful but not required.
- Some knowledge of geographic information systems and ArcGIS StoryMaps is helpful but not required.
- Ability to work independently and maintain consistent (but flexible) working hours while meeting schedule requirements.
- Strong organizational skills and attention to detail
- Ability to interact positively and in a professional manner in a team setting.

SUPERVISORY CONTROLS: Incumbent operates with some independence of action within their area of activity. Job performance is evaluated by the Communications and Publications Coordinator in consultation with the other NEIWPCC & LCBP project managers being supported, as appropriate.

The incumbent will rely on their ability, expertise, and commitment to excellence. They will also demonstrate behaviors that are essential to NEIWPCC’s culture of honesty, ethical behavior, personal integrity, respect for others, transparency, hard work, and collaborative teamwork.

Based on assignment, incumbents of positions at this level may exercise direct supervision (i.e., not through an intermediate level supervisor) over, assign work to, and review the performance of 1-5 technical or professional personnel; may exercise indirect supervision (i.e., through an intermediate level supervisor) over 6-15 technical or other personnel; and/or may exercise functional supervision (i.e., over certain but not all work activities, or over some or all work activities on a temporary basis) over 1-5 technical or professional personnel.
REQUIREMENTS:
- A valid driver’s license and access to own transportation is required.
  - Travel to Quebec may be requested, for which a valid passport or enhanced license will be required.
- Attendance is mandatory in the Lowell office for orientation and at the annual All Staff Meeting (held the last Thursday and Friday in March each year).
- This is a full-time position. This position requires incumbent to be in the office or at the assigned work location Monday – Friday for the first six months of employment. After six months of employment, this position may be eligible for a partial telework schedule, subject to approval and determined by program and office needs. Telework schedules are authorized by the Executive Director.
- Proof of COVID-19 Vaccination required.

SALARY: Salary dependent upon level of experience and qualifications.

BENEFITS: Generous benefits package provided, which includes vacation, personal and sick leave, paid holidays as determined by office location; health, dental, disability and life insurance; retirement plan.